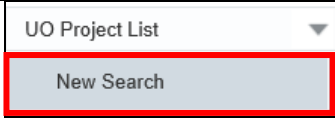



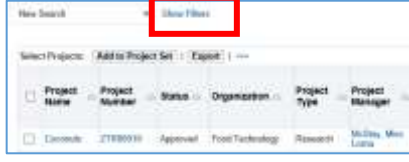


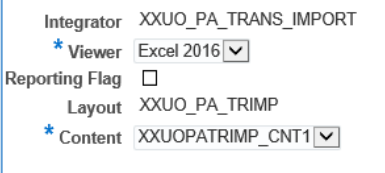


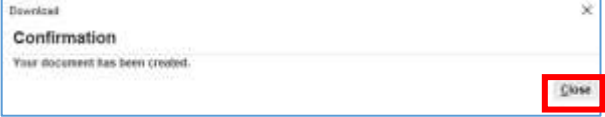








Projects

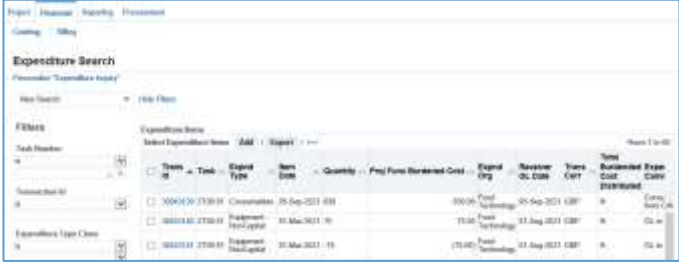



Find a Project in Self Service Forms

<p>Click the Drop Down arrow And select the New Search option</p>		
<p>Enter the Project Number or any other data and click the Go button</p>		
<p>When the results are return click the Hide Filters link The results are then expanded and the Show link is visible</p>		

Upload a Spreadsheet Journal

<p>Update to your version of Excel and click the Create button. Then Click Open</p>	 	
<p>2 spreadsheets open. Click Enable Editing Click Enable Content Click Close You might need to move the spreadsheets to see the message box</p>	 	
<p>Enter the journal detail</p>		
<p>Click the Oracle ribbon. Click the Upload button</p>	 	
<p>Accept the upload parameters and click Upload.</p>		

Expenditure Enquiry – Net Zero Items

<p>Find the project and in the search parameters click the Go button.</p>	<p>Go</p>	 <p>The screenshot shows the 'Expenditure Search' interface. It includes a search bar with '1848' entered. Below are filter sections for 'Task Number' and 'Expenditure Item Class'. A table of results is displayed with columns: Task #, Task, Expend Type, Item Date, Quantity, Proj Fund, Budgeted Cost, Expend Org, Receiver OL Date, Trans Cpt, Total Budgeted Expenditure, and Expend Date. Three items are listed with their respective details.</p>
<p>To see only the Net Zero items</p> <p>Click the Add button in the search parameters</p>	<p>Add ▼</p>	 <p>The screenshot shows a dropdown menu with the following options: Invoice Number, Job, Location Code, Net Zero Adjustment Flag (highlighted with a red box), Non Labor Resource, and Payment Number.</p>
<p>Select Net Zero Adjustment Flag and select No in the second line</p>		 <p>The screenshot shows a dropdown menu titled 'Net Zero Adjustment Flag' with two options: 'is' and 'No'. The 'No' option is selected.</p>
<p>Click Go again</p> <p>The number of results is reduced and excludes the netted off items</p>	<p>Go</p>	 <p>The screenshot shows the 'Expenditure Search' interface after applying the filter. The table of results now only contains five items, indicating that the netted off items have been excluded.</p>